



VACANCY ANNOUNCEMENT

April 15, 2014

Legal Assistant

The Kansas Secretary of State's office is hiring a Legal Assistant to serve in our legal department. The purpose of this position is to enhance attorney effectiveness by performing a variety of para-professional legal and clerical duties as assigned by licensed attorneys. This is a part time, paid, non-benefits eligible position. The successful candidate will be able to commit to working approximately 20 – 25 hours per week.

WORK EXAMPLES

This position will primarily be responsible for:

- Organizing case files – assist attorney by establishing and organizing files; maintaining documents; monitoring calendars; meeting deadlines; documenting actions; confirming case status with attorney
- Case preparation – support case preparation by preparing trial notebooks, case summaries and materials
- Document preparation – draft legal pleadings and prepare responses for attorney review
- Legal research – perform legal research and prepare summaries; investigate facts as assigned

JOB REQUIREMENTS

- 1 year experience as a legal assistant, paralegal or legal secretary OR currently enrolled in or graduated from an accredited paralegal program
- Strong organizational skills
- Excellent interpersonal skills including the ability to work in an office environment while maintaining a high degree of professionalism
- Proficiency in the use of general office equipment including a strong working knowledge of Microsoft Office products
- Ability to work under pressure while meeting deadlines

APPLICATION DEADLINE

Application materials must be received by **May 2, 2014**.

HOURS & SALARY

The Secretary of State's office is located in downtown Topeka and our hours of operation are Mon through Fri, 8:00 am to 5:00 pm. The starting salary range for this position is \$11.00 - \$14.00/hr.

APPLICATION REQUIREMENTS

1. Secretary of State Employment Application http://www.sos.ks.gov/about/about_resources_job.asp
2. Kansas Tax Clearance Certificate <http://www.ksrevenue.org/taxclearance.html>
3. Resume Email to: hr@sos.ks.gov

EMPLOYMENT PHILOSOPHY

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

CONTACT INFORMATION

For information regarding your application or the application process please contact Mike Brassel in our human resources department.

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